

WISCONSIN ARMY NATIONAL GUARD
ARMY ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT
ONE TIME OCCASIONAL TOUR (OTOT)

JFHQ-WI, G1 - AGR Staffing

2400 WRIGHT STREET

MADISON, WI 53704-2572

ng.wi.wiang.list.agr-staffing-and-services@army.mil

ANNOUNCEMENT NUMBER: 23-076

DATE: 23 Jan 23

CLOSING DATE: 06 Feb 23

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Readiness NCO (OTOT), PARA 301 LINE 04, E7, 00F

APPOINTMENT FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

DUTY LOCATION:

CO B 173 BEB
910 OAK FOREST DRIVE
ONALASKA, WI 54650

WHO MAY APPLY:

Must be within the grades of E6 and E7.

AREA OF CONSIDERATION: Applicants must enlist or commission (as applicable) in the Wisconsin Army National Guard in the grades of: E6 to E7. Individual selected will receive a One Time Occasional Tour (OTOT) with the Wisconsin Army National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on this announcement.

INSTRUCTIONS FOR APPLYING: The documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

1. Cover Letter: Must include name, rank, job announcement number, position title, duty status (traditional, technician, AGR, etc.) for which you are applying, and contact information (i.e. Phone numbers and an e-mail address). Additionally, the cover letter must provide an explanation for any missing documents within the remainder of the application. Failure to do so may result in disqualification.
 2. NGB Form 34-1: Application for AGR Position, dated 11 November 2013. All applicants must complete the NGB 34-1, including on-board AGRs. Ensure the form is signed and dated.
 3. SF 181: Ethnicity and Race Identification. Form is required for packet, however completion of form is voluntary. Information is used for hiring board composition only.
 4. Evaluation Reports (OER/NCOER): Include no less than three most-recent NCOERs/OERs, covering a period of three years. When less than three evaluation reports exist, include all available evaluations and include any missing documents in the cover letter. Recommend including letters of recommendation when less than 3 years of rated time is available.
 5. Record Brief (ERB/ORB/SRB): Service members should review for accuracy and include the most-recent version available. Contact your unit's Readiness NCO for assistance, if necessary.
 6. DA Form 705: Applicants must submit their most recent record DA 705 (APFT or ACFT). Service members for whom favorable personnel actions have or should have been suspended (flagged), will not be considered for AGR positions.
 7. Height and Weight Statement/Memorandum: Service members must provide an endorsed statement, verifying their compliance with the Army Body Composition Program (ABCP). Service members for whom favorable personnel actions have been suspended (flagged), will not be considered for AGR positions.
 8. RPAS Statement: NGB 23A. Service members may download from iPERMS or consult their Readiness NCO for assistance.
 9. DD 214s: All copies. Service members may download from iPERMS or consult their Readiness NCO for assistance.
 10. Individual Medical Readiness (IMR) Report: Applicants must include most-recent IMR, which indicates current PULHES. PULHES must meet minimum qualifications for the MOS/AOC associated with advertised position. If recently corrected medical deficiencies are not shown on IMR, service members must coordinate with their units to have records updated. Ensure this information is also annotated on the cover letter.
 11. DD 2766: Vaccine Administration Record - From the MEDPROS Dashboard, navigate to the bottom of the page to find 'Forms'. Select Electronic Immunization Record.
 12. Administrative Exemption Request [to WIARNG COVID-19 Mandatory Vaccinations]
 13. Medical Exemption Request (Temporary) [to WIARNG COVID-19 Mandatory Vaccinations]
 14. Letter(s) of Recommendation (LOR): Applications may include letters of recommendation when applicable and/or appropriate. LORs may not be used to substitute missing documents.
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POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must be a member of the Wisconsin (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: 00F

MINIMUM APPOINTMENT REQUIREMENTS:

1. 00F MOS Immaterial Position: Available to any MOS.
2. Tour Duration: thru 31 AUG 2023 with the potential for extension.

3. This is a one-time occasional tour (OTOT): Soldiers serving on an OTOT are not eligible to compete for CEP positions advertised to current, on-board AGR, but may apply for OTS career positions // Time served on OTOT will not count toward an initial AGR tour // Consecutive OTOT tours are not authorized // Soldiers released from active duty due to board action are ineligible to apply.

BRIEF JOB DESCRIPTION:

Advises command team on individual readiness; uses related systems to conduct research and process related transactions (DAMPS, DTS, IPPS-A, ATRRS, IPERMS, and other systems as needed). Advises command teams on collective readiness and unit training management; uses related systems to conduct research and process transactions (DTMS). Performs office functions such as, but not limited to, typing memorandums; evaluation reports; and other documentation as required. Draft such directives as SOPs, letters of instruction, and implementing procedures pertaining to military personnel and administration. Performs other assigned duties as required. Attends all unit training assemblies, additional training assemblies, and annual training periods.

SELECTING SUPERVISOR:

ADDITIONAL NOTES:

To apply go to: <https://ftsmcs.ngb.army.mil/protected/Jobs/> This is the preferred method and provides you with quality control features prior to submitting your application. Submission using this method will automatically verify delivery of application.

1. Alternate Submission: **E-mail Scanned** or **digital PDF** application to: ng.wi.wiarng.list.agr-staffing-and-services@army.mil with this naming convention: **Job #, Last name, First name**. An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic**. Feel free to call Comm (608) 242-3720 DSN 724-3720 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.
2. Alternate Submission: Applications can also be mailed at applicant's own expense (next day mail suggested) to: Joint Force Headquarters Wisconsin, ATTN: **G1 - AGR (AGR Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Do not submit application packets in three-ring binders, 2 sided, on card stock, or staple pages together. Must be received prior to closing date or it will be disqualified (do not mail out the last day job announcement is open!) Individuals may call 608-242-3720 before job-closing date to ensure the application was received.
3. AGR Staffing will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the G1 and will not be returned.
4. Interested Soldiers must inform their chain of command.
5. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3720 DSN 724-3720 or e-mail: ng.wi.wiarng.list.agr-staffing-and-services@army.mil.